

THE WHITE HOUSE  
WASHINGTON

April 24, 1964

## MEMORANDUM FOR

## HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

The President has noted on several occasions in recent weeks that heads of Departments and Agencies have been absent from the country at times when important legislation or other business closely affecting their departments was reaching a critical stage. The President also has the strongest recollection of the difficult situation in which the Government found itself on the 22nd of November, when the President and the Vice President were out of town, and half the Cabinet was on its way to Japan, at a moment of national disaster.

The President requests, therefore, that Cabinet officers and heads of executive agencies submit for his personal approval all plans for travel outside of the United States. He further requests that such plans be reported at the same time to the Secretary of State, in order to afford opportunity for advice to the President on the foreign policy aspects of such travel.

*McGeorge Bundy*

McGeorge Bundy

(EXECUTIVE REGISTRY FILE White House)

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